LUMP SUM PAYROLL REQUEST FORM

For Faculty with a one-hundred seventy (170) day work year:

The “Lump Sum” payday for fiscal year 2018-2019 will be **May 24, 2019**. On that payday you will receive two paychecks for the remaining seven (7) paydays of the fiscal year ending August 31, 2019.

For Faculty with one-hundred ninety-five (195) day work year:

The “Lump Sum” payday for fiscal year 2018-2019 will be **July 05, 2019**. On that payday you will receive a check for the remaining four (4) paydays for the fiscal year ending August 31, 2019.

The first payday for the 2019-2020 school year will be September 13, 2019

For Faculty with a one-hundred seventy (170) day work year:

In order to be eligible for “Lump Sum” payment, I understand that all required reports and materials, including time sheets due the EOC must be submitted by the last day of my work obligation, **Tuesday, May 21, 2019**.

For Faculty with a one-hundred ninety-five (195) day work year:

In order to be eligible for “Lump Sum” payment, I understand that all required reports and materials, including time sheets due the EOC must be submitted by **Wednesday, June 26, 2019**, the last day of my work obligation exclusive of attendance at graduation.

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Print Name

Employee's Signature

Date

For Faculty with a one-hundred seventy (170) day work year:

This form must be returned to the Payroll Office no later than **April 26, 2019**.

For Faculty with a one-hundred ninety-five (195) day work year:

This form must be returned to the Payroll Office no later than **May 24, 2019**.

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FOR PAYROLL USE

One Check ☐ Two Checks ☐

Biweekly Amt $ __________

Deductions

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FOR PAYROLL USE

One Check ☐ Two Checks ☐

Biweekly Amt $ __________

Deductions